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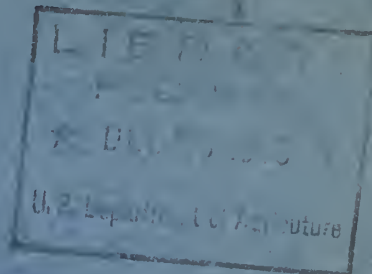
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WAR FOOD ADMINISTRATION
Food Distribution Administration



RECORDS MANUAL

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Administration Services Division

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FOREWORD

The Records Unit is responsible for the orderly maintenance, control and retirement of the records accumulated by the Food Distribution Administration.

In order to retain the confidence of the officials we serve, we must at all times be efficient, courteous and uniform in our methods.

The procedures outlined herein are designed to accomplish this efficiency and uniformity, and insure an orderly record of the communications of the Administration.

ARRANGEMENT OF FILE ROOM

The physical arrangement of file sections, and the desks, tables, etc. of the files personnel has a pronounced influence on the degree of work efficiency. Also, the appearance of the file room, both in its entirety, and in regard to items within the room should always be of the highest possible order. The following instructions, while covering fundamentals which are well known, should be carefully observed:

1. Office Arrangement. Each employee should be assigned between 45 and 55 square feet as desk area. Filing cabinets should be arranged in facing rows with a minimum aisle of 36 inches.
2. Work Flow. The arrangement of the furniture and equipment within the file room should be such that the work flow is continuously forward.
3. Lighting. Desks and tables should be so placed that the persons seated at them receive the fullest benefit from natural light. File sections should be so arranged that natural light falls across the drawers from either side.

Burned out or dim light bulbs should be promptly replaced. The proper wattage should be determined for the room concerned, and the use of bulbs of less wattage avoided.

Arrangements should be made to have light shades or globes kept clean.

4. Trays. Desk trays should all be clearly labelled. Such labels should be specific, so as to easily identify the contents.
5. Orderliness. Tops of file sections should be kept absolutely clear at all times. Material left on tops of desks and tables overnight should be neatly stacked, and weighted down. The accumulation of supplies, forms, etc. on the floor or in corners should not be permitted. The general principle of "A place for everything, and everything in its place" should be adhered to.

SORTING PROCEDURE

The communications received at the sorting desk in Room 2744 include the following:

1. Carbons of all outgoing communications.
2. Returned previously charged-out material.
3. Incoming communications from Branches and Divisions which required no reply.

The carbons of outgoing communications are received from the Mail and Vise rooms and sorted alphabetically on the alphabetical side of the sorting rack.

When this is accomplished, the communications in each letter of the alphabet are sorted by dictator, Branch and Division on the project side of the sorting rack. This sorting is based on lists of dictators furnished the sorters.

Material that is not filed in the Records Unit or which should be sent to Sub-Units located elsewhere in the South Building or Annex is dispatched immediately to the Branch or Sub-Unit responsible for its custody.

The sorters will deliver to each Sub-Unit supervisor the material for which the Sub-Unit is responsible.

Any unfamiliar communications received at the sorting desk should be immediately referred to the Head of the Records Unit.

The personnel of the sorting desk will be available to assist the Sub-Units in any arrangement needed after the initial delivery of communications.

CLASSIFYING INSTRUCTIONS

Subject-Numeric System

HOW TO CLASSIFY

The principle of the file classifications listed in the following pages is based on the following:

1. Primary Subjects. These are arranged in alphabetical order, and represent the programs and related functions of our Administration. Rubber stamps are used to place these primary subjects on communications.
2. Secondary Subjects. Under each primary subject are listed its important variations. In order to speed up both classifying and filing, these secondary subjects are given numbers; for example: "PERSONNEL -- Promotions and Demotions" is coded "PERSONNEL 14" on the communications concerned. A red pencil is used to place these numbers on communications, immediately below the stamped primary subject.
3. Tertiary Subjects. Under each secondary subject are listed its important variations. To each is given an appended number; for example; "COMMUNICATIONS -- FILES SYSTEM" is coded "COMMUNICATIONS 1-2" on the communications concerned.
4. In instances where a further breakdown of subjects is desirable, an appended letter is added. This letter is the first letter of the subject it represents; for example: "TRANSPORTATION -- PASSENGER -- Letter of Authorization -- Requests for" is coded "TRANSPORTATION 2-4-R".
5. Individual, or "case" files should be classified by stamping the major, or primary subject, and circling with red pencil the name under which the case is set up.
6. Classifications are placed in the upper, right-hand corner of subject file copies of communications; in the lower, right-hand corner of alphabetic file copies. This should always be done as neatly and clearly as possible.
7. Determine the major subject of the material to be classified, such as "PRINTING", "FISCAL", "PERSONNEL", etc., then determine minor subject.

When communications contain more than one major subject, classify and file under first subject mentioned, placing Correspondence Reference Form (AD-170) under the other subjects mentioned.



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8. "Case" Files. Communications relating to a person or a specific case should be classified for filing in that case file. Examples of this type of case are: Contracts (by name of contractor), individual LA files (by name of individual), office space (by name of town and building), etc. Thus, bids for office space in Los Angeles would be filed in the folder "Los Angeles" under the primary subject "Space".
9. Changes of Subject. It is important that all files be accurate and complete. Especial care should be exercised when a chain of correspondence deviates from the original subject. If subsequent correspondence develops a change in the original classification, a Correspondence Reference Form (AD-170) should be placed in the file where the previous material has been removed.
10. Previous Communications. In every case where a communication refers to a previous communication, the classifier should underscore or check with a red pencil the reference made. This will indicate to the file clerk that he should bring forward the communication referred to, and all other communications in the same chain, thus keeping the "case" together for ready reference.
11. Manual Changes. No additions to, or changes in the classification manual may be made without the prior approval of the Head of the Records Unit.

FILING INSTRUCTIONS

Subject-Numeric System

A yellow and green or pink copy of all outgoing communications are required by the Records Unit for filing purposes.

SUBJECTIVE FILING

The yellow copy together with incoming communication and supporting data form the subject file.

The file clerk is governed by the rubber stamp impressions and red pencil marks made by the classifier. These marks should be clear and definite.

The material for filing may be arranged in a savasort or given to the sorter for arrangement. It must be thoroughly organized by a file clerk before taking it to the filing sections to prevent "back-tracking".

The subject files should be set up in accordance with the major and minor subjects and classifications in the Manual with appropriate guides.

Each folder should bear the major classification, numeral and minor classification, in this order.

Communications should be filed chronologically in each folder with the latest date on top.

The file clerk will

- (1) prepare the Charge Out Card (Form AMA-236).
- (2) staple the communication to the Backing Sheet (Form FDA-518).
- (3) file the Charge Out Card.
- (4) remove the Backing Sheet.
- (5) void the Charge Out Card.
- (6) file the returned communication.

ALPHABETICAL FILING

The green or pink copies of outgoing communications are filed alphabetically by addressee and chronologically with the latest date on top.

HOW TO CLASSIFY

Classify by name of individual, unless a Company, Bureau, University, State, Office, etc., is also included in the address, then disregard the name of the individual and classify by Company, Bureau, etc.

The classifier indicates the classification to the file clerk by drawing a red penciled line on the carbon or writing with red pencil upon it.

HOW TO ARRANGE

Arrange alphabetically from A to Z, and chronologically with latest date on top.

HOW TO FILE

The file guides and folders are arranged in the file sections alphabetically from A to Z.

When an individual or Company accumulates five communications, a special folder should be made and a white sheet with the name of the individual and the words "Special Folder" inserted in the general folder in place of the removed communications.

There are three types of communications which are kept together within the A to Z breakdown.

1. Communications addressed to two or more addressees known as "Book" or "Blanket" communications. Two folders should be made representing each Branch, Division or Administrative Office dictating the communication; for example:

- a. "Book Letters and Memoranda -- Fruit and Vegetable Branch"
- b. "Book Wires -- Fruit and Vegetable Branch"

The folders and guide cards should be placed in their proper alphabetic position under "B".

2. Communications addressed to our Regional and Field Offices should be placed in folders behind regional guide cards arranged alphabetically by Region; for example:
 - a. Great Lakes Region, Midwest Region, Northeast Region, etc.
 - b. Behind the Great Lakes Region guide card a folder should read "Great Lakes Region -- E. O. Pollock", etc.

The folders and guide cards should be placed in their proper alphabetic position under "R".

3. Communications addressed to intradepartmental or interdepartmental Departments, Bureaus, Sections, Divisions, etc. This is known as the "U. S. Department of Agriculture" file and the "U. S. Government" file.

The folders and guide cards should be placed in their proper alphabetic position under "U".

FOLDERS

The file clerk should list daily the exact information which he desires typed on folders. This list should be submitted to Mrs. Schmedegaard, Room 2744, who has charge of the typing and is custodian of the folders.

CHARGE-OUTS

No alphabetic copy may be charged out at any time.

DIAGRAM OF FILE DRAWER

NOTE:

Fifth-cut, center-position guides, bearing the minor subject code numbers should be added when major subjects material becomes of sufficient size.

Fifth-cut, right-position guides should be added to the portions of "PERSONNEL", "TRANSPORTATION", etc. which may require alphabetizing.

Uniform tabulation should be used in typing folders, so that major and minor subjects, code numbers, etc. fall into a direct line down the file drawer.

Folders should not be permitted to expand beyond normal capacity. When additional folders are needed for an identical subject, show date breakdown on folder tab.

COOPERATION	3	Dept. of Agriculture
COOPERATION	2-2	Forest Service
COOPERATION	2-1	Farm Security Administration
COOPERATION	2	Other Government Agencies
COOPERATION	2	Outside of Government
COMMUNICATIONS	5	Reports
COMMUNICATIONS	4	Mailing Lists
COMMUNICATIONS	1-2-R	Regional Offices
COMMUNICATIONS	1-2-F	Field Offices
COMMUNICATIONS	1-2	System
COMMUNICATIONS	1-1	Classification
COMMUNICATIONS	1	Files
AUTHORIZATIONS	1-5	Administer affidavits
AUTHORIZATIONS	1-4	Distribution of checks, bonds
AUTHORIZATIONS	1-3	Attend meetings
AUTHORIZATIONS	1-2	Approval of vouchers
AUTHORIZATIONS	1-1	Approval for advance of funds
AUTHORIZATIONS	1	Delegations of Authority

ALPHABETIC FILING

I. General Rules

1. General A - Z sequence of letters. Arrange all material in A - Z sequence of letters to the last letter of the word, considering each word separately.

Amer, Walter J.
American Can Co.
Americana Art Co.
Amerman, A.

2. Hyphenated names.

- a. Hyphenated names are treated as one word.

Decatur
Deckelbaum
Deckel-Knight

- b. Words that are sometimes hyphenated and sometimes not, are filed always as one word.

Cooperative Market
Co-operative Service Station
Interstate Canning Co.
Inter-State Nurseries

3. Names consisting entirely of initials. Names consisting entirely of initials, file ahead of all other names beginning with the same letter.

W M A L
W R C
Warren, S. B.
Woodward, C.

4. Abbreviations. File all abbreviations as though spelled in full.

Ass'n. as Association
Co. as Company
Geo. as George
Jas. as James
Nat'l. as National
St. as Saint
U. S. as United States

5. Names that include numerals. Numerals included in names are filed as if spelled in full, with the numeral treated as one word. (See also #2 above. "Hyphenated names," and #4 above, "Abbreviations")

Brown, John Jr.
Brown, John Sr.
Brown, John 3rd (Brown, John Third)
42 Broadway Corporation (Forty-two Broadway Corporation)
14th Street Store (Fourteenth Street Store)

6. Articles, conjunctions, prepositions. Articles, conjunctions, prepositions, such as "a", "an", "the", "and", "of", "by", "for", "from", "to", etc., are disregarded in filing but not omitted in writing titles.

Woodward, Julia
Woodward and Lothrop
Woodward, William

7. Names beginning with descriptive words. These should be inverted so the main words come first.

Agricultural Economics, Bureau of
American University, Trustees of
Brown, John, Estate of

II. NAMES OF INDIVIDUALS

1. Writing and filing. In folder titles and in filing, transpose names of individuals, considering surname first, then given name or first initial, and then middle name or middle initial, if any. Keep in mind the fact that in filing, an initial precedes a name beginning with the same letter as the initial and a name without an initial precedes all others. When there are two or more initials, file as though each initial were a word.

Lee
Lee, A.
Lee, Alice
Lee, Alice M.
Lee, B.
Lee, B. C.
Lee, B. John
Lee, B. W.
Lee, Ben
Lee, Ben D.

2. A woman's legal name. A woman's legal name consists of her own Christian name plus her surname. If this is known it should be used for folder title and for filing.

Brown, Sarah - not Brown, John Mrs.

If she uses her husband's name only, then "Mrs." must be part of the folder title and be considered in filing.

Brown, John
Brown, John Mrs.
Brown, Sarah

3. Titles.

- a. Titles of individuals such as Captain, Colonel, Major, Mr., and Dr. are disregarded in filing and should not be used in folder titles. Major Ben Smith and Captain Ben A. Smith would be classified and filed as follows:

Smith, Ben
Smith, Ben A.

- b. But certain abbreviated designations often referred to as titles, such as Jr., Sr., "3rd", or Mrs., should not be disregarded in filing and should be used in folder titles.

Smith, Albert Jr.
Smith, Albert Mrs.
Smith, Albert Sr.
Smith, Albert 3rd (See also I, 5.)

4. Prefixes. Individual name prefixes are considered as forming single words with the surnames to which they are prefixed. A partial list of such prefixes follows together with some examples of correct filing arrangement:

D'	El	Van
Da	L'	Van de
de	La	Van der
Des	Le	vom
Du		
Damon, Robert		
D'Elia, Frank (Disregard apostrophies)		
Vance, Charles		
Van Der Linde, Arthur		
Van De Venter, William		
Vann, John		
Van Sant, Thomas		
Vanta, Andrew		

Names beginning with the prefix "Mc" or "Mac" shall be filed as written.

MacDonald
Martin
McBride
Melton

For Spanish prefixes see #5A below, on Spanish names.

5. Foreign names.

A. Spanish names.

1. Masculine names.

- a. In general, the Spanish masculine name is found in the following order:

- (1) Christian name
- (2) Father's name
- (3) Mother's name

- b. In accordance with our general rule, this type of name will file under the name of the father, treating the mother's name as a hyphenated adjunct.

Mamuel Garcia Lopez
file
Garcia Lopez, Mamuel

2. Names which contain the conjunction "y" ("and") or which are hyphenated will be treated as above.

Mamuel Garcia y Lopez
file
Garcia y Lopez, Mamuel
or
Mamuel Garcia-Lopez
file
Garcia-Lopez, Mamuel

3. If only two names are given, filing will be by the last name.

Mamuel Garcia
file
Garcia, Mamuel

4. Feminine names.

- a. The names of unmarried women are treated exactly like masculine names, as in Section A 1 above.
- b. Married women assume the name of the husband by adding his name with the prefix "de" ("of") to their own names. These are filed under the husband's name.

Senorita Carmen Marquez Rey (filed Marquez Rey, Carmen) if married to Manuel Garcia Lopez would become Carmen Marquez Rey de Garcia
file
Garcia, Carmen Marquez Rey de

- c. The conjunction "y" or the hyphen are treated the same as in masculine names.
- d. The title "Vda" ("Widow") before a feminine name may be neglected in filing. It is similar to Senor, (Mr.), Senora (Mrs.), Senorita (Miss), etc. However, it may change the order in which the name is written.

Vda. Carmen Marquez Rey de Garcia may also be written Carmen Marquez Rey, Vda. de Garcia

In either case, it will be filed as in 4b above.

- B. Chinese, Japanese, and Indian names. Chinese, Japanese and Indian names should be filed as written, except that those in which an English given name is used, should be filed in accordance with preceding rules.

Fu Manchu
Woo, Charles
Wun Lung

III. NAMES OTHER THAN INDIVIDUAL

1. Associations, corporations, etc.

- a. Names of associations and corporations should always be filed as written, except where first names and/or initials are present, observing the rule governing articles, conjunctions, etc., I, 6.

Harris Bros.
Harris, Jones, and Co.
Harris, Karl F. and Co.
Harris and Rodman
Harris and Sons

- b. When either the word "Number" or the number sign "#" is included in the name of an association, corporation, etc., (as indicated by the letterhead), disregard it in filing.

Farmers Union Number 3
file
Farmers Union Three

- c. Associations, corporations, etc., with branch offices.

All branch offices are filed under the main office. Where the relationship is not clearly indicated, the branch office may be filed under its own name.

- d. Correspondence with associations, corporations, etc.

File under the name of the company as indicated by letterhead, or signature, or address on outgoing, with necessary cross-references. Always cross-reference the writer's name, or addressee's on outgoing, and such other names as are necessary. These instructions apply to personal letters written by individuals on company letterheads; but they do not apply to individuals written in care of an organization; or to individuals writing on hotel stationery, unless it is clear that the individual is an officer of the hotel.

1. Letter from John Brandt, President of Land O' Lakes Creameries, Inc., about Land O' Lakes affairs, file: Land O' Lakes Creameries, Inc., and cross-reference: John Brandt.
2. Personal letter from James Brown on Land O' Lakes Creameries, Inc., letterhead, file: Land O' Lakes Creameries, Inc., and cross-reference: James Brown.
3. Letter to James Brown in care of Land O' Lakes Creameries, Inc., file: James Brown.
4. Letter from James Brown on Hotel New Yorker stationery, file: James Brown, but do not cross-reference Hotel New Yorker.

5. Letter from James Brown on Hotel New Yorker stationery where he is listed as an officer, file: Hotel New Yorker, and cross-reference: James Brown.
2. Institutions, homes, hospitals, etc. These should be filed as written, except when first names and/or initials are present, with addresses given in folder titles.

Alexander Hamilton Institute
George Washington University Hospital
Crittendon Home, Florence

3. Schools and Universities. These will usually file under the titles given in the Education Directory, parts III and IV. The one exception is that in state schools the name of the state will be used first in the title regardless of how it is written in the Education Directory.
4. Names which may be written either as one word or two, such as north west, south western, etc. These should be filed as one word, no matter how written.

North Side Service Station
Northrup Preston Co.
North West Realty Co.
North West Sales Co.

5. Compound geographic or location names. These are filed as separate words.

New Jersey
New York
Newark
West Virginia
Westbrook

6. Banks and trust companies where more than one of the same name occur.

- a. Names of banks and trust companies, etc., should be filed as written, except when first names and/or initials are present, and in alphabetic order, giving address (city and state) in folder title. When more than one is found with same name, file first by name; then by location; city, then state.

Farmers and Mechanics Bank, Oxford, Ohio
First National Bank, Chicago, Ill.
First National Bank, New York, N. Y.
First State Bank, Chicago, Ill.

First State Bank, Columbus, Ga.
First State Bank, Columbus, Ohio
First State Bank, New York, N. Y.
Fisher Trust Co., J. L.

- b. Branch banks will be filed with the main bank.
7. House organs and other similar publications. These will be filed under the names of the organizations issuing them, with cross-references under the names of the publications.
8. Government departments and independent agencies.
- a. Use the names of bureau, etc., as shown in the Congressional Directory.
- b. Field offices file under the name of the department of which they are a part. (This includes Agricultural Experiment Stations.)
- c. U. S. Attorneys file by state as : "Ohio, U. S. Attorney."
- d. Postmasters are filed by location: City or town first, and then by state.

Columbus, Ga., Postmaster
Columbus, Ohio, Postmaster
Oxford, Ind., Postmaster

- e. County agents, extension agents and home demonstration agents file under their State Agricultural College, with a cross-reference under the name of the individual.
9. State governments; and associations, corporations, etc., not a part of the state government but with the word "State" as part of the name.
- a. In classifying and filing correspondence for state governmental officials and officers, disregard the word "State" even though it appears in the letterhead. File first by state, then by significant part of the name, inverting title where necessary.

<u>Name</u>	<u>Classify and file as:</u>
Arkansas State Insurance Commissioner	Arkansas Insurance Commissioner
Delaware State Board of Agriculture	Delaware Agriculture Board of

Idaho State Department
of Agriculture

Idaho Agriculture
Department of

Iowa State Secretary

Iowa Secretary of
State

(In this case "State" cannot be disregarded since it is the name of a department; note merely the word "State" as in other examples given. Letters to the State Department will file under Secretary of State.)

State of Minnesota
Governor's Office

Minnesota Governor

Ohio State Highway
Commission

Ohio Highway Commission

- b. Where the word "State" appears in the name of an association, corporation, etc., (as indicated by letterhead), but the organization is not a part of the state government, the correspondence should be classified and filed by the exact names as indicated by the letterhead.

Name

Classify and file as:

Ohio State Grange

Ohio State Grange

10. County and City governments. These file first by county or city as the case may be; next by state; and then by office or offices.

Barnes County, Ohio, Deeds, Register of
Barnes County, Ohio, Treasurer
Burke County, N. D., Commissioners, Board of
Hardee County, Fla., Supervisors, Board of
South Bend, Ind., Mayor
Toledo, Ohio, Treasurer

11. Chambers of Commerce. Names of chambers of commerce will be filed by location; city and state, or state if no city given.

Alabama, Chamber of Commerce
Boston, Mass., Chamber of Commerce
Chicago, Ill., Chamber of Commerce
Maryland Chamber of Commerce
Oxford, Ind., Chamber of Commerce
Oxford, Ohio, Chamber of Commerce
United States Chamber of Commerce

12. Foreign governments. File these first under name of country, followed by name of office, inverting such phrases as "Department of", "Dominion of Canada, Department of Agriculture" would be set up and filed as:

Canada, Agriculture, Department of

13. Boards, clubs, commissions, committees, councils, etc.
(applying only to non-Federal groups)

These will file first by location, if given, and then the significant part of the name. In classifying such correspondence, the complete address, as far as available, should be given: City and state or county and state, etc.

Kiwanis Club of Minneapolis, file:
Minneapolis, Minnesota, Kiwanis Club

Board of Fire Underwriters of the Pacific, file:
Pacific Fire Underwriters, Board of

Commission of Public Docks of Portland, Oregon, file:
Portland, Oregon, Public Docks, Commission of

Council for Social Action, file:
Social Action, Council for

ATTACHING OF PREVIOUS COMMUNICATIONS

The mail room will send to the Records Unit incoming communications of two types, prior to their delivery to addressees:

1. Those on which the routing is shown and which have the notation "ATTACH PREVIOUS" checked in the routing stamp block.

The file clerk should remove from the subject files the previous communications needed to complete the case and attach them and the incoming communication to a backing sheet. The usual charge-outs should be made to cover all previous communications removed from the files.

2. Those on which the routing is NOT shown and the notation "ATTACH PREVIOUS" is NOT checked.

The file clerk should refer to previous communications to determine the proper routing, and should write the routing in the routing stamp block. Should the Branch, Division or Administrative Office be one which requires that previous communications be attached*, this should be done, as in type 1. The notation "ATTACH PREVIOUS" in the routing stamp block should be checked by the file clerk in such cases. The usual charge-outs should be made to cover all previous communications removed from the files.

NOTE: These communications should all be sent to the Head of the Records Unit who will determine which Sub-Unit the communication should be referred to. They will be placed in a special tray marked "PREVIOUS COMMUNICATIONS" in Room 2722, and their handling takes precedence over all other records work. After clearance they must be returned to the box in Room 2722 where the routing clerk will pick them up.

*A list of such Branches, Divisions and Administrative Offices is available at the sorting desk.

TELEPHONE HABITS

When you talk over the telephone you represent the Administrative Services Division and on outside calls, you represent the Department. Your telephone manners and tone of voice should create a good impression and obtain the good will of the person at the other end of the line.

The following shall be the telephone policy of the Records Unit:

1. Answer the telephone promptly.
2. Identify yourself. Do not say, "Hello!", "Yes?", or "Central Files"

Example of proper answer:

"F.D.A. Records - Mrs. Baumann"
or
"Records Unit - Miss Mellgren".

3. Speak distinctly in an interested, cheerful tone.
4. Be courteous.
5. Handle the call yourself. Do not pass the buck. It is very irritating to repeat a request to several different people. The call may not refer to your particular work, but if possible give the information or tell the party you will get it for them. When you give them the information, tell them courteously that hereafter they may call such and such a number for similar information.
6. Do not keep people holding the line. If the request is taking longer than you anticipated, offer to call back and do so promptly.

If the above rules are put into effect, we will win a reputation for courteous, prompt, and businesslike service.

STORAGE OF RECORDS

Personnel Division Memorandum No. 6 placed with the Records Unit the responsibility for planning and executing the retirement and storage program for the records of the Administration, and for furnishing service on them. The personnel of the Records Unit in direct charge of the retirement and storage of all records of the Food Distribution Administration is as follows:

<u>Name</u>	<u>Extension</u>	<u>Room</u>
Mrs. Peacock	4964	2741
Mr. Sechiel	5077	2734
Mr. Potter	2720	4854
Mr. Glenn	2720	4854

1. Records Unit Material for Storage:

- a. At the close of each fiscal year, each Sub-Unit should indicate which portions of its records should be

- (1) Retired to semi-active storage
- (2) Placed in the custody of the National Archives
- (3) Disposed of through sale or destruction

Note: Communications may be retained in the file room and considered as current records for three years.

- b. Records of a semi-active nature should be removed from active records and placed in a locality where they will be available without excessive delay. Such records should be placed in transfer cases or on shelving, whichever is determined suitable for the class of records, and,

- (1) Each transfer case or shelf must be plainly numbered
- (2) 3 x 5 index cards must be prepared, describing the material and referring to the transfer case or shelf and room in which it is located.
- (3) Cross-reference entries should be made in a storage records ledger book, arranged by transfer case or shelf number.
- (4) Arrangements should be made with the Procurement Section for the removal of the records to the storage space.

- c. Records of an inactive nature and which are of administrative and historical value and merit preservation should be reported to the National Archives as follows:

- (1) Prepare transmittal memorandum to the Office of Plant and Operations of our Department.
- (2) Five copies of National Archives Form 8 (2-43) must be prepared (when necessary use the Continuation Sheet, National Archives Form 8a), and distributed as follows:

- (a) 3 copies for Archives
- (b) 1 copy for Secretary's Records
- (c) 1 copy for Records Unit storage personnel

Note: These copies with the exception of the Records Unit copy will all be transmitted to the Office of Plant and Operations with the memorandum.

- d. Records of an inactive nature which do not possess sufficient administrative or historical value to merit preservation should be reported to the Office of Plant and Operations with a memorandum describing the material by class, date and subject matter.
- e. Some material such as field carbons and mailing list letters should be held two years, then should be removed from the files and given to the storage clerk for immediate destruction.

2. Branch and Division Material for Storage:

- a. Some records and case material are justifiably retained in the Branches and Divisions. When this material requires semi-active storage, the office concerned will
 - (1) Arrange for the required number of transfer cases.
 - (2) Place the records in the transfer cases.
 - (3) Notify the Head of the Records Unit that the material is being turned over to the Records Unit for numbering and storage, and arrange for the moving of it.
 - (4) Furnish a complete description of such records and include the name of the Branch or Division, the name of the person who will request service on these records, with his room and extension number,
- b. Records of an inactive nature, whether they merit retention in the National Archives or not should be reported by the Branch or Division to the Head of the Records Unit by memorandum, who will arrange for their transfer and disposition. The Records Unit storage clerk will then follow the procedure outlined in paragraph 1-c.

Note: The Branch or Division will be expected to arrange for and pay the expense (if any) of moving the records.

- 3. Each Branch or Division should call the Head of the Records Unit, Extension 3179, whenever reference to stored records is desired.

The Records Unit will remove, deliver, and replace all records removed from storage.

ACCOMPLISHMENT RECORDS AND REPORTS

1. Daily Reports - Classifiers. Each classifier will keep a daily count of the number of pieces of communications classified by him. A separate count should be kept for communications classified for alphabetic and subjective filing. All communications requiring classification should be counted, whether they are stapled together or not. At the close of each day's work, the classifier should give to his Sub-Unit head, on a slip of paper, his daily count.

The Sub-Unit head will enter this information on his Daily Accomplishment Record (Form FDA-519).

2. Daily Reports - File Clerks. Each file clerk will keep a daily count of the number of pieces of communications filed by him. Should he perform both alphabetic and subjective filing during a day, a separate count should be kept of each. Communications stapled together for filing (such as an incoming letter and a carbon copy of its reply) should be counted as one piece.

At the close of each day's work, the file clerk should give to his Sub-Unit head, on a slip of paper, his daily count.

The Sub-Unit head will enter this information on his Daily Accomplishment Record (Form-519).

3. Daily Reports - Typists. Each typist will keep a daily count of the number of folders, cross-reference sheets, index cards and copy work prepared by him. A separate count should be kept of each of the items mentioned.

At the close of each day's work, the typist should give to his Sub-Unit head, on a slip of paper, his daily count.

The Sub-Unit head will enter this information on the Typist's Daily Accomplishment Record (Form FDA-521).

4. Daily Reports- Service Actions. Each Sub-Unit head will keep a daily count of the number of service actions performed by his sub-unit. This should include requests for files, either by telephone, mail, or in person, and requests for information, either by telephone, mail or in person.

At the close of each day's work, the Sub-Unit head will enter this information on his Daily Accomplishment Record (Form FDA-519).

5. Monthly Reports. On the first work day following the close of each month, each Sub-Unit head will prepare his Monthly Accomplishment Report (Form FDA-520), in duplicate; sign the original, and forward it to the Records Unit Head.

The Records Unit Head will have prepared, in triplicate, a summary of all the sub-unit reports, using the Records Unit Accomplishment Report (Form ASD-8). The original and one copy should be sent to the Chief of the Communications and Records Section, who will sign the original and forward it to Mr. William L. Rice, Assistant Chief, Administrative Services Division.

Form AD-170

Correspondence Reference Form

Actual size 8 x 10 $\frac{1}{2}$ inches

This form may also be obtained in 2, 3, 4 or 5 part style, with pre-interleaved carbon sheets and "Snap-out" feature.

AD-170(1)

DATE:

INDEX:

TO:

FROM:

SUMMARY:

FILED:

INDEXER:

REMARKS:

UNITED STATES DEPARTMENT OF AGRICULTURE
CORRESPONDENCE REFERENCE FORM

Actual size 11-3/4 x 8-3/4 inches with tab

OUT

[illegible]

Form FDA-518

Backing Sheet

Actual size 8 x 11 $\frac{1}{2}$ inches

This form is furnished on a substantial weight of colored stock.

Form FDA-518
(Superseding ASD-1)

WAR FOOD ADMINISTRATION
Food Distribution Administration

BACKING SHEET

THIS FILE HAS BEEN CHARGED TO YOU - PLEASE RETURN WITHIN ONE WEEK
IF FILE IS TRANSFERRED - CALL BR.

RETURN TO THE CENTRAL FILE ROOM SOUTH BLDG

National Archives Form 8 (2-43)
 Recommendation for the Disposal of Executive Papers
 Actual size 10 $\frac{1}{2}$ x 8 inches

National Archives Form 8 (2-43)

RECOMMENDATION FOR THE DISPOSAL OF EXECUTIVE PAPERS
 (Submit ribbon copy and one carbon.)

War Food Administration

(Agency)

Food Distribution Administration

(Bureau)

Grain Products Branch

(Division)

To the Archivist of the United States:

The records described below, now in the custody of this agency, are not needed by it in the transaction of its current business and appear to have no permanent value or historical interest.

224 - 12th Street, SW

(Location of records)

Joe Doakes

(Person in charge)

To be signed by Chief, Administrative Services Division

Sr. Agricultural Economist

(Title)

Date June 8, 1943

For use of The National Archives	
Appraised in	Division of
Job No.	
Date Received	
Date Completed	

8 cubic feet
 (Quantity of records, if available)

(Title)

ITEM NO.	SAMPLE SUBMITTED PREVIOUSLY	HERE- WITH	FILE AND FORM NUMBERS; TITLE AND DESCRIPTION	TYPE OR KIND OF COPY	INCLUSIVE DATES	
					FROM	TO
1	X		-----	original	1916	1942
1		X	-----	copies	1923	1942

Use National Archives Form 8a for continuation sheet

Form FDA-517
Request for Files Service
Actual size 5 x 8 inches

Form FDA-517
(Superseding ASD-9)

WAR FOOD ADMINISTRATION
Food Distribution Administration

REQUEST FOR FILES SERVICE

LETTER TO: _____

LETTER FROM: _____

DATE: _____

SUBJECT _____

REQUESTED BY: _____

TELEPHONE: _____

ROOM: _____

REMARKS: _____

Form FDA-519
(Superseding ASD-4)

WAR FOOD ADMINISTRATION
Food Distribution Administration

DAILY ACCOMPLISHMENT RECORD

Date _____

CLASSIFIED

Name	Alphabetical	Subjective
Total		

FILED

Name	Alphabetical	Subjective
Total		

SERVICE ACTIONS

Total:		

Form FDA-520
Monthly Accomplishment Report
Actual size 5 x 8 inches

Form FDA-520
(Superseding ASD-7)

WAR FOOD ADMINISTRATION
Food Distribution Administration

MONTHLY ACCOMPLISHMENT REPORT

Date: _____ Month of: _____

CLASSIFIED

Alphabetical	Subjective

FILED

Alphabetical	Subjective

SERVICE ACTIONS

--

In Charge

Form FDA-521

Typist's Daily Accomplishment Record

Actual size 8 x 5 inches

Form FDA-521
(Superseding ASD-3)

WAR FOOD ADMINISTRATION
Food Distribution Administration

TYPIST'S DAILY ACCOMPLISHMENT RECORD

Date:

Name	Cross-refer.	Folders	Cards
Total			

Form FDA-522
 Typist's Monthly Accomplishment Report
 Actual size 8 x 5 inches

Form FDA-522 (Superseding ASD-6)			WAR FOOD ADMINISTRATION Food Distribution Administration		
TYPIST'S MONTHLY ACCOMPLISHMENT REPORT					
Date: _____			Month of: _____		
Cross-refer.	Folders	Cards			
In Charge					

Form ASD-8

Records Unit Accomplishment Report

Actual size 8 x 10 $\frac{1}{2}$ "

Form ASD-8 WAR FOOD ADMINISTRATION
Food Distribution Administration

RECORDS UNIT ACCOMPLISHMENT REPORT

Date: _____

Month of: _____

Service Actions Performed	
---------------------------	--

Communications Classified	Alphabetic	
	Subjective	

Communications Filed	Alphabetic	
	Subjective	

Typed	Folders	
	Cross-refer.	
	Index Cards	

Chief, Communications and Records Section

STRUCTURE OF RECORDS UNIT

All communications which have been signed by the Secretary or anyone in the Secretary's Office are cleared through the office of the Head of the Records Unit, Room 2722, Extension 3179, where a control card is made, indicating to which Sub-Unit the file was referred.

This is necessary because of the importance, volume and activity of these communications.

Policy and procedure matters in connection with the Records Unit should be referred to the Head of the Records Unit.

Following are listed the twelve Sub-Units of the Records Unit:

SUB-UNIT #1

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
Baumann, Mrs. C. D.	Room 2756 South Building	6130

This Sub-Unit is responsible for classifying, filing and furnishing service on incoming, outgoing, inter-office and intra-office communications pertinent to the functions of the

Administrative Services Division
Dairy and Poultry Branch
Grain Products Branch
Marketing Reports Division
Personnel Division (general correspondence only)

Also under the jurisdiction of Sub-Unit #1:

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
Gray, Mrs. M. B.	#5, Agri. Annex Building	2109

These files contain communications and reports relative to

1. Railroad arrangements for unloads of fruits and vegetables.
2. Daily reports of unloads.
3. Market News reports and releases for Dairy and Poultry, Fruit and Vegetables and Livestock.
4. Radio reports and releases.

SUB-UNIT #2

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
Ellerbrock, Mrs. Z. G.	Room 2744 South Building	3037

This Sub-Unit is responsible for classifying, filing and furnishing service on incoming, outgoing, inter-office and intra-office communications pertinent to the functions of the

Fruit and Vegetable Branch
Livestock and Meat Branch

SUB-UNIT #3

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
Zalonis, Mrs. A. C.	Room 2736 South Building	5077

This Sub-Unit is responsible for classifying, filing, and furnishing service on incoming, outgoing, inter-office and intra-office communications pertinent to the functions of the

Office of the Administrator of War Food Administration or anyone on his immediate staff

Office of the Director and his staff, including the Deputy Directors and their Assistants

A large proportion of these communications are prepared by the various Branches and Divisions for the signatures of the Administrator, the Director, or members of their staffs. The volume and activity of this Sub-Unit are so great that a control card is made for each letter indicating which Sub-Unit received the file.

SUB-UNIT #4

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
Peacock, Mrs. A. A.	Room 2741 South Building	4964

This Sub-Unit is responsible for classifying, filing, and furnishing service on incoming, outgoing, inter-office and intra-office communications pertinent to the functions of the

Audit and Fiscal Examination Division
Budget Division
Civilian Food Requirements Branch
Civilian Programs Branch
Finance and Accounts Division
Food Industries Labor Branch
Nutrition and Food Conservation Branch

SUB-UNIT #5

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
Mellgren, Miss M. L.	Room 2724 South Building	2225

This Sub-Unit is responsible for classifying, filing and furnishing service on incoming, outgoing, inter-office and intra-office communications pertinent to the functions of the

Fats and Oils Branch
Processors Branch
Program Analysis and Appraisal Branch
Requirements and Allocations Control
Sugar Branch
Wholesalers and Retailers Branch

SUB-UNIT #6

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
Miller, Mrs. A. B.	Room 2727 South Building	5563

This Sub-Unit is responsible for classifying, filing and furnishing service on incoming, outgoing, inter-office and intra-office communications pertinent to the functions of the

Facilities Branch
Transportation and Warehousing Branch

SUB-UNIT #7

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
French, Mrs. A. G.	Room 2744 South Building	2136

This Sub-Unit is responsible for classifying, filing and furnishing service on incoming, outgoing, inter-office and intra-office communications pertinent to the functions of the

Organization and Procedure Division
Program Liaison Division
Special Commodities Branch

SUB-UNIT #8

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
Hough, Mrs. F. G.	Room 2346 South Building	2165

This Sub-Unit is responsible for classifying, filing and furnishing service on incoming, outgoing, inter-office and intra-office communications pertinent to the functions of the

Compliance Branch

Note: The Compliance Branch was formed by combining the former Investigation Division and Commodity Exchange Branch.

SUB-UNIT #9

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
Neuman, Mrs. L. M.	Room 203 E. Admin. Building	2305

This Sub-Unit is responsible for classifying, filing and furnishing service on incoming, outgoing, inter-office and intra-office communications pertinent to the functions of the

Division of the Livestock and Meat Branch
responsible for the enforcement of the Meat
Inspection Act of March 4, 1907

AGRICULTURAL ANNEX SUB-UNIT

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
Robinson, Mr. J. R.	Room 312 Agri. Annex Bldg.	2112

This Sub-Unit is responsible for classifying, filing and furnishing service on incoming, outgoing, inter-office and intra-office communications pertinent to the functions of the

Cotton and Fibre Branch
Tobacco Branch
Wool Division of the Livestock and Meat Branch
Hay Section of the Grain Products Branch

PACKERS AND STOCKYARDS SUB-UNIT

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
Philbrick, Mrs. H.	Room 2744 South Building	2163

This Sub-Unit is responsible for classifying, filing and furnishing service on incoming, outgoing, inter-office and intra-office communications pertinent to the functions of the

Division of the Livestock and Meat Branch
responsible for the enforcement of the
Packers and Stockyards Act.

TYPING AND SORTING SUB-UNIT

<u>In Charge</u>	<u>Location</u>	<u>Extension</u>
Schmedegaard, Mrs. J. N.	Room 2744 South Building	2163

This Sub-Unit is responsible for performing all of the typing functions connected with the Records Unit, including

1. Folders
2. Cross-Reference sheets
3. Card Indexes
4. Guide Inserts
5. Copy Work
6. Records Unit Reports

It is also responsible for the sorting and arranging of all communications received in the Records Unit.

CLASSIFICATION MANUAL

Table of Contents

	<u>Page No.</u>
Administrative Subjects	44
Cotton Stamp Program	63
Direct Distribution Program	65
Food Stamp Program	66
School Lunch Program	68
School Milk Program	69
Special Instructions for Classifying & Filing under the Master Manual	70
Master Manual	72

AUTHORIZATIONS

(General only.	DELEGATIONS OF AUTHORITY	1
File actual delegation	Approval for advance of funds	1-1
to specific individual	Approval of vouchers	1-2
in individual folder	Attend meetings	1-3
under employee's name)	Distribution of checks, bonds	1-4
	Administer affidavits	1-5
	POWER OF ATTORNEY	2

(This includes sub-committees,
boards, etc.)

COMMITTEES

(Classify by name of committee,
if mentioned)

	OUTSIDE OF GOVERNMENT	1
	INTERDEPARTMENTAL	2
(Except F.D.A.)	INTRADEPARTMENTAL	3
	F.D.A.	4

COMMUNICATIONS

	FILES	1
	Classification	1-1
	System	1-2
	Field Offices	1-2-F
	Regional Offices	1-2-R
		2
	MAIL	3
	(Use of) Air Mail	3-1
	(Franking Privilege) Postage	3-2
	Postal Regulations	3-3
	Registered Mail	3-4
	(Messenger Service) Special Delivery	3-5
	Personal	3-6
(General only. If subject is given, file by subject)	Transmittal Letters	3-7
	Acknowledgments	3-8
	Preparation and handling	3-9
	RUBBER STAMPS, FACSIMILES, SIGNATURES, SYMBOLS	4
(File by title, if volume warrants)	REPORTS	5
	RECORDS	6
(Disposition of) (Archives)	Transfer	6-1
	(Radiograms) (Teletype) TELEGRAPH	7
	(Use of) TELEPHONE	8
	Conversations	8-1

FISCAL

	AUDITS	1
(File as indicated-if travel, file in individual travel folder under transportation, etc.)	Exceptions	1-1
	Reimbursements	1-2
(General only-if employee file alphabetically)	(Money Orders) CHECKS	2
	COLLECTIONS	3
(Form 1044)	Schedule of	3-1
	Deposits	3-2
	DISBURSEMENTS	4
(Form 1064)	Schedule of	4-1
	Suspension	4-2
(Claim vouchers)	Claims	4-3
(File by title, if volume warrants)	REPORTS	5
(If employee file alphabetically)	(Salaries) PAY ROLL	6
	Service Certificates	6-1
	Deductions or additions	6-2
	Bonds	6-2-B
(Actual additions)	Overtime	6-2-0
(Actual deductions)	Retirement	6-2-R
	RECORDS	7
	ACCOUNTING	8
	System	8-1
	APPROPRIATIONS	9
(By division and state if necessary)	ALLOTMENTS	10
(Funds made available)	Advice of	10-1
(Request for funds)	Application	10-2
(Increase or decrease)	Changes	10-3

FISCAL

(Expenditures - encumbrances)	Status	10-4
(1080 Vouchers)	Transfer	10-5
	BUDGETS	11
(General only)	CONTRACTS	12
	Bonds	12-1
	Transmittals	12-1-T
	Specifications	12-2
(By divisions)	Transmittals	12-3
Assignment of numbers & symbols		12-4
	EXPENSES	13
	Administrative	13-1
	Operating	13-2
(Bills for rent, Tel. & Tel. Service, etc.)	(1034 Administrative) VOUCHERS	14
	Transmittal	14-1
	TAXATION	15
	Income Tax	15-1
	Victory Tax	15-2
	Bonding of Personnel	15-3

INVENTIONS

(Broken down by name of inventor)

PATENTS

1

	ADMINISTRATION	1
	Washington	1-1
	Regional	1-2
	Field	1-3
	DEPARTMENT	2
	General	2-1
	War Boards	2-2
	FOOD BOARDS	3
	PERSONAL	4
	Outside of Government	4-1
	Interdepartmental	4-2
(Except F.D.A.)	Intradepartmental	4-3
	F.D.A.	4-4
(Summaries)	REPORTS	5

(File each agency's opinion in separate folder, i. e. Attorney-General, Treasury, etc.)		OUTSIDE OF GOVERNMENT	1
		INTERDEPARTMENTAL	2
	(Except F.D.A.)	INTRADEPARTMENTAL	3
		F.D.A.	4

(General only. If an individual is involved, disregard the subject and file alphabetically by name of individual under the main heading "Personnel")

PERSONNEL

	ACTIVITIES	1
	Credit Union	1-1
	Welfare Association	1-2
	Unions	1-3
	Group Hospitalization	1-4
	Insurance	1-5
	BONDING	2
	CLASSIFICATION	3
	(Surveys) REPORTS	4
(File in special folders bearing name of organization or cause concerned)	CONTRIBUTIONS	5
	COURT ATTENDANCE	6
	Jury Service	6-1
	DETAILS	7
(Charges, debts, etc.)	DISCIPLINE	8
	DUTIES	9
	Hours of duty	9-1
	Overtime	9-2
	Dismissal on account of weather	9-3
	EFFICIENCY	10
	EXAMINATIONS	11
	LEAVE	12
	Annual	12-1
(Without pay)	Furloughs	12-2
	Holidays	12-3
	Military	12-4
	Sick	12-5

	Court	12-6
	POSITIONS	13
	Applications	13-1
	Appointments	13-2
(Recommendations)	Endorsements	13-3
	Reinstatements	13-4
	Per Diem Employees	13-5
	PROMOTIONS & DEMOTIONS	14
(Civil Service)	RATINGS	15
	SAFETY	16
(File alphabetically by name of employee)	Accidents	16-1
	Compensation	16-1-C
	First Aid	16-2
	Publications	16-3
(Safety, air raid, etc.)	Protective measures	16-4
	TERMINATION	17
	Dismissal	17-1
	Resignations	17-2
(See also FISCAL 6-2-R)	Retirement	17-3
	TRAINING	18
	General	18-1
	Scholastic	18-2
	TRANSFER	19
	IDENTIFICATION	20
	Signature Cards	20-1

Fingerprinting	20-2
MILITARY PREFERENCE	21
MOBILIZATION	22
Deferment	22-1
(General discussion) OVERTIME	23
	24
(Includes questionnaires, forms, etc.) INFORMATION	25
To employees	25-1
From employees	25-2
Suggestions	25-2-S
Regarding employees	25-3
Lists	25-3-L

	DUPLICATING	1
	Mimeographing	1-1
	Stencils	1-1-S
	Multigraphing	1-2
	Multilithing	1-3
	Vari-typing	1-4
	Photostating	1-5
	Engraving	1-6
	FORMS	2
	(Stock) Supply of	2-1
	Revision, standardization, disposition	2-2
	(For approval) Proofs -- Samples	2-3
	CONTRACTS	3
	Specifications	3-1
	Bids	3-2
	Licenses	3-3
(File by ordering office number. Includes requests and issuance from stock)	REQUISITIONS -- REQUESTS	4
	REPORTS	5
	FOOD STAMP BOOKS	6
	COTTON STAMP BOOKS	7
	PURCHASES	8
(Field)	EMERGENCY PRINTING	9
	PLATES	10
	RATION BOOKS	11

PROCEDURE

(File by number, where possible. File revisions and supplements with original procedure. Do not file correspondence in same folder with procedure series)

ADMINISTRATION 1

Operational Instructions 1-1

Administrator's Memoranda 1-2

Division & Branch 1-3

Field 1-4

Regional 1-5

(Obtain two copies; file one here, and one under appropriate subject)

DEPARTMENTAL 2

Budget & Finance 2-1

Personnel 2-2

Plant & Operations 2-3

Purchase, Sales & Traffic 2-4

Secretary's 2-5

Regulations of USDA 2-6

EXECUTIVE ORDERS 3

OTHER GOVERNMENT AGENCIES 4

(Treasury) Procurement Division Circulars 4-1

(File requests for specific procedure under code and name of such procedure)

TRANSMITTALS & GENERAL REQUESTS 5

PROCUREMENT

(File by name of vendor)	CATALOGS & PRICE LISTS	1
	Quotations	1-1
		2
(File by Office, Division, Branch & City, with records of transfers of equipment)	INVENTORY	3
(File by Receiving Party)	Receipts for property	3-1
	Transfers	3-2
	LOAN	4
(Including special surveys)	REPORTS	5
		6
(File by purchase order number, with all supporting documents)	PURCHASES	7
	Unsatisfactory materials & equipment	7-1
	Purchase Authorizations	7-2
	Priorities	7-3
(For gasoline purchases)	Tax Exemption	7-4
	SERVICES	8
(File by ordering office number. Includes requests and issuance from stock)	REQUISITIONS -- REQUESTS	9
(Treasury Procurement)	SCHEDULES OF SUPPLIES	10
	CONTRACTS	11
	Specifications	11-1
	Bids	11-2
	Rentals	11-3
	SURPLUS PROPERTY	12
	Acquisition of	12-1

Disposition of	12-2
MAINTENANCE & REPAIR	13
LOSS, DAMAGE & THEFT	14

(File by Division, Branch, or
Program, as D. & P., F. & V.,
Food Stamp Program, etc.)

PUBLIC RELATIONS

COMMENDATIONS & CONGRATULATIONS	1
CRITICISMS	2
(Resolutions) Suggested Plans	2-1
EXHIBITS	3
(Maps, charts, graphs) Illustrations	3-1
Photographs	3-2
Motion Pictures	3-2-M
Posters	3-3
(General) INFORMATION & INQUIRIES	4
Outside of Government	4-1
Interdepartmental	4-2
Intradepartmental	4-3
(News Releases) REPORTS	5
RADIO	6
SPEECHES	7
Invitations -- Delivery	7-1
Copies	7-2
(File actual copies of publications by title and/or number. File communica- tions pertaining thereto, in separate folders)	PUBLICATIONS 8
(Break down by (Issued from) Administration	8-1
program, where possible) (Issued from) Department	8-2
(Issued from) Outside	8-3
PRESS RELEASES	9
MAILING LISTS	10
Directories	10-1

(General only. File alphabetically
by City, Building and Office)

SPACE

	ASSIGNMENT & CONTROL	1
	Moving	1-1
	CONCESSIONS	2
	CONSTRUCTION	3
(General only; if specific case, file by city and by contract)	(Leases) CONTRACTS	4
	Bids	4-1
	Specifications	4-2
	MAINTENANCE & REPAIR	5
	PARKING PERMITS	6
	SERVICES	7
	Electricity	7-1
	Elevators	7-2
	Heat	7-3
	Ice	7-4
	Janitor — Char	7-5
	Telephone & Teletypewriter	7-6
	Water	7-7
	Towel	7-8
	PASSES	8

(Rail, truck, water, air. File by company, including voucher information 1067)	FREIGHT & EXPRESS	1
(General only. File under program when possible)	Bills of Lading	1-1
(General, including voucher correspondence)	Claims	1-2
	Damages & Losses	1-2-D
(Employees)	Household Effects	1-3
	Packing	1-4
	Routing	1-5
	Shipments	1-6
(Rates on actual shipments)	Tariffs	1-7
(Delay)	Demurrage	1-7-D
	Storage in transit	1-8
(General correspondence only-- file all material relating to an individual L/A or travel in individual folders by name, alphabetically)	(Travel) PASSENGER	2
	Advance of Funds	2-1
	(Use of) Auto	2-2
	Itineraries	2-3
	Letter of Authorization	2-4
	Regulations	2-5
(Per diem allowance)	Subsistence	2-6
	Transportation Request Books	2-7
	Travel Orders	2-8
(1068 by Company)	Vouchers	2-9
	Change of official station	2-10
	Gasoline Ration Books	2-11

TRANSPORTATION

Priorities	2-12
RATE ADJUSTMENTS	3
Railroads	3-1
Water	3-2
Trucks	3-3
INFORMATION & INQUIRIES	4
Outside of Government	4-1
Interdepartmental	4-2
Intradepartmental	4-3
(File by title, if volume warrants) REPORTS	5
CONSERVATION	6
Tires, Trucks & Gasoline	6-1
Railroad Equipment	6-2

(Following subjects are for general correspondence only. Material regarding operation of Stamp Plan in a specific locality to be filed by State and City, Town or County, as applicable. File of a locality may be broken down by subject where volume warrants)

COTTON STAMP PROGRAM

	APPLICATION	1
	COMMODITIES	2
	ECONOMIC ANALYSIS	3
(Participation)	Case Load	3-1
	Grocery Trade	3-2
	Surpluses	3-3
	INFORMATION & INQUIRIES	4
	Outside of Government	4-1
	Interdepartmental	4-2
	Intradepartmental	4-3
(File by title, if volume warrants)	REPORTS	5
	REGULATIONS	6
(Case file if citation issued)	Violations	6-1
	COTTON STAMPS	7
(Policy regarding)	Issuance	7-1
	Transfer of Custody	7-1-T
Loss and Protection and Stolen-damage		7-2
	Purchase and Sale	7-3
	Redemption	7-4
(467)	Requests for	7-5
	Shipments	7-5-S
(Policy regarding)	Use of	7-6
(Form M-114)	Receipt for	7-7
	Cancellation & Disposition	7-8
	Covers	7-8-C

Note: This program is gradually dying out, but must remain in the current manual until it is entirely closed out.

COTTON STAMP PROGRAM

(To the Trade)	INSTRUCTIONS	8
	DEPOSITORIES	9
	ELIGIBILITY	10
	Relief Recipient	10-1
	Trade	10-2
(Preliminary)	SURVEYS	11
(Including Notices)	Designation	11-1
	REVOLVING FUND	12
(By States)	SMA COMMITTEES	13
	PROMOTIONAL MATERIAL	14
	QUESTIONNAIRES	15
	AGREEMENTS	16

(Following subjects are general only. Specific material under distribution program to be set up by commodity and by state, and broken down by subject in the respective state files where volume warrants)

(DIRECT) DISTRIBUTION

COMMODITIES	1
Allocation of	1-1
Availability of	1-2
Request for	1-3
Receipt for	1-4
Shipments	1-5
Shortage	1-5-S
Storage	1-6
Inspection	1-7
CONSUMER'S ACCEPTANCE	2
PARTICIPATION	3
INFORMATION & INQUIRIES	4
Outside of Government	4-1
Interdepartmental	4-2
Intradepartmental	4-3
(File by title, if volume warrants) REPORTS	5
	6
PROJECTS	7
W.P.A.	7-1
Canning	7-2
CONTAINERS	8

Note: This program is gradually dying out, but must remain in the current manual until it is entirely closed out.

FOOD STAMP PROGRAM

(Following subjects are for general correspondence only. Material regarding operation of Stamp Plan in a specific locality to be filed by State and City, Town or County, as applicable. File of a locality may be broken down by subject where volume warrants)

	APPLICATION	1
(Distributed under Stamp Plan)	COMMODITIES	2
	ECONOMIC ANALYSIS	3
(Participation)	Case Load	3-1
	Grocery Trade	3-2
	Surpluses	3-3
	INFORMATION & INQUIRIES	4
	Outside of Government	4-1
	Interdepartmental	4-2
	Intradepartmental	4-3
(File by number, where volume warrants)	REPORTS	5
	REGULATIONS	6
(Case file if citation issued)	Violations	6-1
	FOOD STAMPS	7
(Policy regarding)	Issuance	7-1
	Transfer of Custody	7-1-T
	Loss and Protection and Stolen-damage	7-2
	Insurance	7-2-I
	Purchase and Sale	7-3
	Redemption	7-4
(467)	Requests for	7-5
	Shipments	7-5-S
(Policy regarding)	Use of	7-6

Note: This program is gradually dying out, but must remain in the current manual until it is entirely closed out.

FOOD STAMP PROGRAM

(Form M-114)	Receipt for	7-7
	Cancellation & Disposition	7-8
	Covers	7-8-C
(To the trade)	INSTRUCTIONS	8
	DEPOSITORIES	9
	ELIGIBILITY	10
	Relief Recipient	10-1
	Trade	10-2
(Preliminary)	SURVEYS	11
(Including notices)	Designation	11-1
	REVOLVING FUND	12
(By States)	SMA COMMITTEES	13
	PROMOTIONAL MATERIAL	14
	QUESTIONNAIRES	15
	AGREEMENTS	16

(General correspondence only. Material on a specific program to be filed by State, City, Town, or County as applicable. File of a locality may be broken down by subject where volume warrants)

SCHOOL LUNCH PROGRAM

APPLICATION	1
Participation	1-1
Withdrawal	1-2
AUTHORIZATION	2
CASE LOAD	3
INFORMATION & INQUIRIES	4
Outside of Government	4-1
Interdepartmental	4-2
Intradepartmental	4-3
(File by title, if volume warrants) REPORTS	5
REGULATIONS	6
Violations	6-1
(State) COMMODITIES	7
JUSTIFICATION	8
CONTRACTS	9
ELIGIBILITY	10

(General correspondence only Material on a specific program to be filed by State, City, Town, or County as applicable. File of a locality may be broken down by subject where volume warrants)

SCHOOL MILK PROGRAM

(Including correspondence on Procedure and Policy)

APPLICATION	1
Participation	1-1
Withdrawal	1-2
SURVEYS	2
Designation	2-1
ECONOMIC ANALYSIS	3
INFORMATION & INQUIRIES	4
Outside of Government	4-1
Interdepartmental	4-2
Intradepartmental	4-3
REPORTS	5
REGULATIONS	6
Violations	6-1
Amendments	6-2
	7
CLAIMS	8
Vouchers	8-1
CONTRACTS & AGREEMENTS	9
Bids	9-1
Bonds	9-2
ELIGIBILITY	10

SPECIAL INSTRUCTIONS FOR CLASSIFYING

AND FILING UNDER THE MASTER MANUAL

The following pages of the manual are designed to take care of program communications received by or prepared by the following Branches, Divisions and Administrative Offices:

Cotton and Fibre Branch
Dairy and Poultry Branch
Fats and Oils Branch
Fruit and Vegetable Branch
Grain Products Branch
Livestock and Meat Branch
Special Commodities Branch
Sugar Branch
Tobacco Branch
Civilian Food Requirements Branch
Civilian Programs Branch
Food Industries Labor Branch
Nutrition and Food Conservation Branch
Organization and Procedure Division
Processors Branch
Program Analysis and Appraisal Branch
Program Liaison Division
Requirements and Allocations Control
Transportation and Warehousing Branch
Wholesalers and Retailers Branch

Communications which refer to a specific commodity, manufacturer or wholesaler need not be classified by the subject-numeric code, for example:

- a. Dairy and Poultry Classify and file alphabetically by name of specific commodity, such as butter, eggs, cheese, etc. Stamp D&P on communications, encircling the specific commodity with red pencil.
- b. Fruit and Vegetable. Classify and file by name of specific commodity, such as peaches, apples, citrus fruit, cabbage, potatoes, etc. Stamp communications F&V and encircle commodity with red pencil.

When communications are about one commodity such as sugar, tobacco, cotton, etc., the entire file of the particular Branch must necessarily be coded, for example:

- a. Sugar Branch. Classify a communication transmitting a report on sugar "Sugar 5-5"
- b. Tobacco Branch. Classify a communication designating a tobacco market "Tobacco 8" and encircle the city.

Communications received as a result of Food Distribution Orders should be set up under the Order number; for example, the guide card could read "FDO #27 & 28" and the communications filed by Companies and Manufacturers behind that.

In cases where the volume of material for any one commodity becomes unwieldy, it may be either broken down by code or set up in monthly folders.

Classifiers and file clerks should be grouped to classify and file communications of certain Branches and Divisions, but should be trained to classify the overall programs; for example, one group could be responsible for all Livestock and Meat Branch and Fruit and Vegetable Branch communications. Another might have Fats and Oils, Program Liaison, Special Commodities, etc.

Each section of work should be kept separate and arranged alphabetically in the file room.

Only one administrative file and only one alphabetical index (green carbon) file should be maintained in each Sub-Unit.

Volume of work governs the most efficient arrangement of personnel and files in any records room.

MASTER MANUAL

(Classify by commodity when possible)

APPLICATION FOR SERVICE	1
CONSERVATION ORDERS	2
Containers	2-1
(Performance of work) BONDS	3
Additional Amount	3-1
Approval of	3-2
Transmittal of	3-3
INFORMATION AND INQUIRIES	4
Outside of Government	4-1
Interdepartmental	4-2
Intrdepartmental	4-3
F.D.A.	4-4
REPORTS - RECORDS	5
Outside of Government	5-1
Interdepartmental	5-2
(Except F.D.A.) Intrdepartmental	5-3
F.D.A.	5-4
Market News Service	5-4-MNS
Progress	5-4-P
Trip	5-4-T
Studies - Surveys - Tables	5-5
CERTIFICATES	6
Application - Request for	6-1
Fee	6-2

(These may be broken down by program; for example, One Variety Cotton Improvement Program to or from our personnel would be classified 4-4 - One Variety Cotton Improvement Program, etc.)

(Except F.D.A.)

(Terminology)	Information Shown on	6-3
	Voiding of	6-4
(Includes agreements and memorandums of understanding)	COOPERATION	7
	Outside of Government	7-1
	Interdepartmental	7-2
(Except F.D.A.)	Intradepartmental	7-3
	F.D.A.	7-4
(Cities and markets)	DESIGNATIONS	8
	Referendums	8-1
(Inspection, grading, etc.)	FEES - COSTS	9
(On boxes, cans, sacks, turkeys, butter, etc.)	LABELS - TAGS - LEGENDS - NUMBERS	10
	IMPORTATIONS	11
	INSURANCE	12
(Case material on complaints, hearings, investigations, etc. alphabetically by name of res- pondent; if formal case develops, add docket number to folder.)	LEGISLATION - REGULATIONS	13
	Federal	13-1
	State	13-2
	City	13-3
	Amendments to	13-4
	Violations	13-5
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	Fee	14-3
	Forms	14-4
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Equipment - Facilities	15-1
Priorities	15-1-P
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Construction & Design	15-3
Produce Supply Information	15-4
Reorganization	15-5
Selling Hours	15-6
Financial Assistance	15-7
Manpower	15-8
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Rackets	16-2
Unethical	16-3
AWARDS	17
F.S.C.C. Notices	17-1
"A"	17-2
Army-Navy "E"	17-3
PRICES	18
Quotations	18-1
(Other than storage or transportation) RATES - TARIFFS	19
Schedule of	19-1
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OFFERS OF FACILITIES	21
(For classing, inspection, grading, testing, etc.) SAMPLES	22

	Collection of	22-1
	Corrections - Adjustments	22-2
	Purchase or disposition of	22-3
	Request for	22-4
	Sampling Procedure	22-5
	Report of Findings	22-6
	Classing	22-7
(Rail, Truck, Water, Air - relating to program only)	TRANSPORTATION	23
	Bills of Lading	23-1
(Charges)	Rates - Tariffs	23-2
	Claims	23-3
	Damage & Loss	23-3-D
	Reconsignment	23-4
	Packing	23-5
	Shipments	23-6
	Certificates	23-6-C
	Field	23-6-F
	Demurrage	23-7
	Reports	23-8
	SPECIFICATIONS	24
	Approval of	24-1
	Forms	24-2
	Revision of	24-3
	STANDARDS	25
(Tobacco, Wool, Cotton)	Forms	25-1
	Demonstration of	25-1-D

Duplicates	25-2
Damage to or loss of	25-2-D
Loan of	25-2-L
Sale of	25-2-S
Modification of	25-3
Proposal of	25-4
STORAGE	26
Cold Storage Reports	26-1
Tobacco Stocks Reports	26-2
(Charges) Rates - Tariffs	26-3
Schedule of	26-3-S
Warehouse Receipts	26-4
Damage	26-5
TECHNICAL EQUIPMENT	27
Priorities	27-1
PURCHASING	28
Contracts	28-1
Bids	28-1-B
(Abstracts of Declaration) Offers	28-2
Allotments	28-3
Buying Directions	28-4
Surplus	28-5
Storage	28-6
Damage	28-6-D
Refrigeration	28-6-R
Purchase Announcements	28-7

(Money due)	Vouchers	28-8
	Storage	28-8-S
	Salvaging	28-9
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	DIVERSION	30
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	RATIONING	32
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(Except F.D.A.)	Intradepartmental	36-3
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	Field	36-4-F
	Regional	36-4-R
	Washington	36-4-W

